

The incumbent performs a variety of routine clerical duties in one or more areas (personnel, fiscal, administrative services, program records and reports, data processing, etc.). The incumbent will be hired for a short period of time or under special emphasis programs such as work study, stay-in-school, etc. More specifically, the incumbent:

A. Duties

- reviews and verifies documents for completion and accuracy and propriety of distribution.

- maintains and updates office records by retrieving and consolidating specific data from available information.

- furnishes information to individuals which summarizes organizational activities.

- assists with maintenance of office files by filing pre-coded material, setting up new files when necessary or withdrawing material from file.

- may be required to type correspondence and forms from rough draft.

B. Factors

1. Knowledge Required by the Position

Knowledge of files to file pre-coded material or withdraw material from file.

Knowledge of documents and forms used or received by office to determine if accurately completed and properly distributed.

Knowledge of records maintained by office to retrieve proper data for reports.

Skill in the use of simple office machines such as copiers, adding machines and typewriters. A qualified typist is not required.

2. Supervisory Controls

New assignments are explained in detail. Routine work is performed independently. Completed work is reviewed for accuracy, completeness and compliance with instructions while being

performed and/or upon completion. Supervisor is available for questions and to provide guidance and assistance.

3. Guidelines

Guides consist of a limited number of written instructions directly applicable to the work. These include procedures, manuals, regulations, etc. The incumbent must use sane discretion in selecting the appropriate guide to use.

The incumbent must use judgement in selecting and applying appropriate guides. Problems are referred to supervisor where there are no available guidelines.

4. Complexity

The work involves numerous steps which must be performed in sequence. The types of steps will vary depending upon the assignment. The work will require the determination of the applicability of information with which the incumbent will work and some research when information is not directly applicable.

5. Scope and Effect

The purpose of the work is to assist higher grade personnel with clerical tasks such as filing, preparing documents, etc.

Accuracy and timely completion of tasks contributes to the efficiency of the unit or office.

6. Personal contacts

Contacts are with coworkers in the same organization. Some contacts may be with individuals outside of the immediate organization.

7. Purpose of Contacts

Contacts are for the purpose of receiving assignments and exchanging information- in carrying out assigned duties.

8. Physical Demands

The work is mostly sedentary, however some bending or stooping may be required when filing.

9. Work Environment

The work is performed in an office setting.